

Major Use Permit: TIER 4 (WIRELESS FACILITY)

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$3,060	4900
DPLU ENVIRONMENTAL			\$5,340	4900
DPW ENGINEERING			\$1,975	
DPW INITIAL STUDY REVIEW			\$2,890	
STORMWATER			\$630	
DEH	SEPTIC/WELL		\$1,250	
	SEWER		\$1,250	
DPR		\$271		
INITIAL DEPOSIT \$15,416				

VIOLATION FEE \$1,000

***See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

NEW: Use our [Discretionary Permit Cost Guide!](#) **to get an idea of how much the County portion of your project may cost.**

- Please read and follow instructions Step by Step!! -

Step 1:

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

- Plot Plan
- Letter of Authorization from the County of San Diego, Real Estate Services
(granting permission to locate the proposed cell site in the ROW)
- Geographic Service Area, Photosims & Narrative **(see note #3 below)**
- [126 Acknowledgement of Filing Fees and Deposits](#)
- [299 Supplemental Public Notice Certification](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel \(and any deeds\)](#)
- [346S Supplemental Application Form](#)
- [399F Fire Availability Form](#)
- [399W Water Availability Form \(If Landscaping proposed\)](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/Project Summary](#)
- [580 Hazardous Waste/Substance Verification Form](#)
- [581 Plan Check Pre-Application Notice](#)
- [LUEG-SW Stormwater Intake Form for Development Projects](#)

Step 2:

In addition to the electronic copies on CD, all forms/plans listed under (Step 2) must be completed, signed and submitted as Hardcopies.

- Plot Plans: **Six (6) hard copies;**
If in Alpine CPG area: **Seven (7) hard copies.**
- Photosims: **Two (2) hard copies.**
- [346 Discretionary Permit Application Form](#): **One (1) hard copy.**
- [524 Vicinity Map/Project Summary](#): **One (1) hard copy.**
- [LUEG-SW Stormwater Intake Form for Development Projects](#): **Two (2) hard copies.**
- **Public Notice Package** (see [DPLU-313](#) for details)
 - a. One (1) set of gummed labels on 8½" x 11" sheets containing the names and addresses of all property owners.
 - b. One (1) set of stamped (**with USPS Forever Stamps**) and addressed envelopes (4¼" x 9½" business size) for each property owner on the list.

In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in the [DPLU-313 Major Use Permit Applicant's Guide](#) (for example: Geographic Service Area Maps, Alternative Site Analysis, Photo-simulation, etc.).

All forms listed below are informational only and shall not be submitted.

These are available at: [DPLU Zoning Forms.](#)

90Z	Typical Plot Plan
247	Fish and Game Fees
267	Appointment Letter
298	Supplemental Public Notice Procedure
313	Major Use Permit Applicant's Guide
374	Resource Protection Study
515	Public Notice Procedure
516	Public Notice Applicant's Guide
906	Signature Requirements
FP2	Cellular Facilities Sites Waiver of Fire Service Availability Letter (If Applicable)
ZC001	Defense and Indemnification Agreement
ZC013	Determination of Legal Parcel

**This application requires an appointment to file.
To schedule or cancel an appointment please call (858) 694-2262.**

NOTES:

1. Save **each** whole Study, Report, Plot Plan, Map, etc., **as a single PDF file on CD(s).** Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. Six (6) hard copies of the plot plan are required, grading and elevation renderings of structures if structures are proposed. Seven (7) hard copies of the plot plan are required if the project is within the **Alpine** CPG area. **Plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.** Minimum sheet size 11" x 17"; standard engineer scale.

3. CD(s) must contain all required documents, including geographic service area (before and after), copy of visual impact analysis (photosims) and a written narrative addressing the requirements listed in Section 6984 of the Zoning Ordinance. See note #1.
4. Zoning Staff, please note on the DPLU-346 if project qualifies for FP-2.
5. Cell Sites Adding Generators: Existing approved projects that are adding generators require a modification to the existing permit.
6. Applicant will receive DPLU-319 (Notice of Application sign) and DPLU-382 (Flagging Procedure for Projects) at submittal.
7. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
8. Verify and indicate legal status under "Comments" in KIVA
9. Show the following on the plot plans:
 - Property owner's name and address,
 - Vicinity Map,
 - Assessor's parcel number for the property,
 - North arrow and scale (engineer scale),
 - Indicate all setbacks (front yard, exterior side yard, side yard and rear yard),
 - Indicate the square footage and footprint of all existing and proposed buildings, including lease area for proposed cell site,
 - Show distances of cell site structure to property lines and road centerlines,
 - Identify use of all existing and proposed structures,
 - Easements shown and labeled,
 - Show proof of access to a publicly maintained road. Roads, access easements and driveways shown and labeled, list length and width,
 - Indicate leach lines and septic system (indicate As-Built septic layout),
 - Show how lot will drain and all Stormwater BMP's,
 - Show the driveway(s) and all open parking areas, include paving material and slope.